

TSO COUNCIL MEETING MINUTES

Wednesday, December 10, 2014, Room 1118, 1:00-3:00 p.m.

Council members present: Virginia Binder, Tim Hay, Ruth King, Mark Kiviat, Penny Rathbun, Kathy Shoemaker, Bev Vernon, Mona Zimmerman

Council members absent/excused: Jerry Harkleroad (excused)

Members of Administration present: None; Angela Young (excused, illness)

Other TSO guests present: Carole Maynard, Jim Maynard

The meeting was called to order by the president, Mona Zimmerman, at 1:02 p.m.

One council member, Jerry Harkleroad, had asked to be excused. Angela Young missed the meeting because of illness.

The meeting agenda was approved by consensus.

Mona requested a few additions and changes to the 11/19/14 council meeting minutes and pointed out each on the screen. Bev had also incorporated answers to some earlier questions. Mona consented to allow additions and corrections to future minutes' drafts prior to the meetings at which they are approved. Mona also indicated that Bev Vernon, Council Secretary, could edit the wording of motions, but not content.

The draft of the 11/19/14 TSO Council Meeting Minutes, as amended, was approved by consensus.

Officers' reports:

President – Mona Zimmerman reported the following.

1. Mona sent a letter of commendation about Angela's performance to Leslie Lum, Interim Dean of BC-CE. Her letter was individual and separate from one that was written by Mark Kiviat on behalf of the TSO Council.
2. Mona sent a letter to Faisal about a representative from the ASG attending the TSO council meeting in January rather than in December. The visitor would perhaps be either an ASG Board of Trustee member or someone from the volunteer mentoring program who may invite the TSO to become involved with mentoring a younger BC student group as an act of service. Council members questioned whether this would be a high priority item or best use of the TSO's efforts time-wise. It was pointed out that such involvement could be by the TSO or any individual who may be so inclined.
3. With the Administration's charge for the TSO to deliver a strategic plan by the end of January, Mona has recruited seven folks who met on Tuesday, 12/9 to discuss the task. Members included, Gary Saamis, Cliff Walter, Audrey Rosenberg, Joan Westhoff, Helge Nason and Grove Anshell.

Vice President – Tim Hay reported the following.

1. TELOS would like to have a physical presence at the Active Senior's Fair, scheduled for May 2015, to be held at the Westminster Church in Bellevue. To enter, Tim will need to secure a table at the Fair. He has checked with Hollis about using BC equipment like a table skirt with TELOS printed on it. He's not sure yet if our participation in the Fair will be an expense to TSO or to TELOS, but he is moving forward with the project.
2. Our Marketing Committee Chair, Penny Rathbun, will be moving out of the area in May 2015. Tim drafted both an email announcement to be sent via our Gmail account and a sign-up sheet to be passed around each class at the beginning of Winter Quarter. Both announcement and form invite folks to consider joining the Marketing Committee and to contact Penny directly by phone for more information. Both documents will be discussed in committee and edited.

Kathy Shoemaker moved and it was seconded that the email and sign-up sheet project created by Tim Hay to recruit a replacement for Penny Rathbun as Marketing Committee Chair be tabled until 2015. Motion carried unanimously.

3. To obtain information about TSO members' talents and interests, Tim has also written an email and created a sign-in sheet for the purpose of encouraging members to note their areas of expertise and their willingness to share their skills.

Kathy Shoemaker moved and it was seconded that the idea of soliciting members' areas of expertise by means of an informational email and sign-in sheet be discussed in a special committee. Motion carried unanimously.

Secretary – Bev Vernon reported the following.

Status of the following outstanding reference documents:

1. A “Tabled Items from Council Meetings” spreadsheet has been created and updated with July through November items. Anything mentioned in meetings that would qualify as a “To Do” item is noted on this document. As each item is completed, it is noted and highlighted. Unfinished items remain open. The spreadsheet will be updated after each council meeting minutes draft is generated. Items from unapproved minutes’ documents will be in red font, and upon approval of the minutes will be changed to black font.
2. The TSO Contact Roster spreadsheet with additionally requested columns is still in process. Columns will include first/last name, mailing address, city/state, zip, phones, emails, instructor/student/both, authorization date, volunteer help, committee interest, and expertise.
3. Bev created a template for the structural order of minutes’ documents and emailed it to all council members, committee chairs and committee secretaries.

Treasurer – Ruth King’s report contained the following information.

Beginning balance, 11/19/14		\$ 6,562.18
Income		
	Great Decisions (30 @ \$20/ea.)	<u>\$ 600.00</u>
	Total Income	\$ 600.00
Expense		
	June Leadership Training (\$500 or \$1000)	\$ 500.00
	Winter Holiday Party (80 RSVPs @ \$11.95/pp)	\$ 956.00
	Alessandro Regio Seminar (remuneration @ \$31/hr.)	\$ 500.00
	Great Decisions Discussion (30 books @ \$18.25)	<u>\$ 547.50</u>
	Total Expense	\$ 2,503.50
Ending Balance, 12/10/14		<u>\$ 4,658.68</u>
(If June training was \$1000 rather than \$500, total expense would be \$3003.50 and ending balance \$4158.68—this information uncertain)		

Faculty Advisor’s report – Angela Young, TELOS Program Manager was not present.

No report

Standing and Special Committee reports

Curriculum Committee – Chair Kathy Shoemaker

1. Kathy was away for the last Curriculum Committee meeting on 11/14/14. Chuck Kimbrough chaired the meeting. Mona took minutes, but they haven’t been approved yet and were not made available for this council meeting, so Mona gave a verbal summary of the meeting. Attendees apparently did not stay on topic, the meeting ran too long, and some people left early. This was the only meeting in the last six weeks.
2. Kathy has phoned lots of people recruiting TELOS instructors for spring quarter and has found some prospective individuals at retirement and other locations with interesting topics; for example, what birds do, a gentleman who has presented on Ted Talks and also won a citizens award, global health issues – are we as healthy as could be, another who could educate us on the City of Bellevue government. There have been some computer glitches, but many people have been contacted.
3. Many TELOS folks have not yet registered for winter quarter courses.
4. Jim and Carole Maynard are working on the concept of creating an instructor’s consortium with OSHER (a Univ. of Washington retiree lecture program) and have connected with Natalie Lecher, manager for the UW OSHER program. This possibility is on hold, however, until more is known about a grant possibility with OSHER.
5. Angela has been asked by Carl Ellis to explore applying for an OSHER grant for TELOS. OSHER is closed at the moment for direct grant applications but welcomes letters of interest. Angela has asked Jim to develop this letter of interest. He will work with Chris Steele to do this.

Marketing Committee – Penny Rathbun, Chair, reported the following.

1. No report, because the Committee hasn’t met since the last council meeting and will meet directly after this council meeting.
2. Penny asked us to distribute CE catalogs to various businesses, senior centers, doctor’s offices, libraries, etc.
3. Penny suggested that the TSO do a charitable project once/quarter. She has talked with Marci Muhlestein, Director of BC’s OLS (Occupational Life Skills) program, about coat-tailing with them in the collection and filling

of backpacks with clothing and items for needy teenagers. Penny will do this in the spring. Such a personal interest activity would be of interest to the Redmond Review.

- a. Donnelly and Bob Wilburn want to write an article about people with disabilities.

Penny Rathbun moved that the TSO approve the purchase of 10 BC coffee mugs, not to exceed \$100, to give as thank-you gifts to the speakers in our Coffee and Wisdom program. Motion was seconded and approved unanimously.

Events Committee – Chair, Jerry Harkleroad’s written report was summarized by Mona.

A brief special committee meeting was held on Fri., 12/5, 10:30 a.m. to update plans for the Holiday Party and the Alessandro Regio Seminar Series.

1. The Holiday Party will be held on Thursday, 12/11, between 11 a.m. and 2 p.m., in three rooms.
 - a. Room availability the day of the party for decorating, as follows: 1125-9 a.m., 1124-10 a.m., and 1126-11 a.m.
 - b. Registrations: 80 TELOS students and front desk folks had been received.
 - c. Food: Poppinjay’s will provide food, beverages, paper plates, napkins and plastic cutlery. Bottled water and sodas left from the summer picnic will be available in ice coolers.
 - d. Logistics: Room 1125 will be set up for food with table in the center with access from both sides, a beverage table, and chairs around the sides of the room for socializing. Rooms 1124 and 1126 will be set up with tables and chairs for sit-down dining and conversation. Decorative plastic table cloths provided by Susan Wilkins. Several small garbage bins will be in each room.
 - e. Decorations: mini lights along the ceilings of all rooms; table centerpieces of cedar/fir boughs and tree balls; background music by CD players provided by Susan Wilkins. Some wall decorations may be placed on the white boards.
 - f. The sign-in table will be in room 1125 with an alphabetized list of registrants provided by Virginia Binder. Volunteers will monitor the lists and provide name tags.
 - g. Presentations: Mona will give a short welcome around 12 noon and introduce TSO committee chairs, council members, and Administration attendees.
2. The Alessandro Regio Seminar is set for Mon.-Thurs., 12/15-18. Jerry met with Alessandro for an hour on Sun., 11/30 to review the format of the seminar.
 - a. Arab Spring morning session (10-12 noon): 60 paid registrants; Human Rights afternoon session (1-3 p.m.): 40 paid registrants.
 - b. Breaks of 10 minutes each are scheduled for 11:55 a.m. and 1:55 p.m.
 - c. Alessandro plans to allow plenty of time for interaction with attendees.
 - d. At Alessandro’s request, for best voice projection, chairs will be oriented toward the podium.
 - e. Payment to Alessandro at \$31/hr. will total about \$500. We have collected/deposited \$2000.
 - f. Additional expense: Poppinjay’s will provide coffee, tea, water during lectures and at breaks.
 - g. Check-in table will be at entrance to room 1125.
 - h. Jerry will introduce Alessandro on the first day at both seminars.
 - i. Hollis confirmed that the room set-up may stay for all four days. No tearing-down/resetting daily.
3. Museum of Flight tours:
 - a. Set for Fri., Jan. 23, beginning at 10:30 a.m., with two tours in the morning and two in the afternoon.
 - b. Each tour is 1-½ hours duration. Restaurant is available for lunch between tours.
 - c. Transportation is everyone’s individual responsibility; no TSO sponsored carpooling.
 - d. Method of payment for the group tours has not yet been settled.
4. Great Decisions Discussion Group:
 - a. One Thursday afternoon and one Friday morning session will be offered.
 - b. There are 30 paid students. Virginia Binder is trying to equalize the number of students in each class to 15 each.
 - c. Gwen Bevard will moderate one session. A moderator is being sought for the other session. Dee Koger might consider moderating if no one else is found.
 - d. Books have been ordered for the 30 students. The price quoted to Jerry was originally \$20 per book, which is what the students paid. Later, the price was quoted as \$22; then ultimately, a special bulk rate of \$18.25 each was charged. Therefore, the TSO made a \$37.50 profit on book sales.
 - e. The groups will meet for a total of eight sessions, twice a month starting in February and ending in May 2015. Every two weeks a new subject will be discussed.
 - f. Per Hollis, rooms may not be reserved for these meetings until later in December.

Student Fee Special Committee – Jim Maynard reported the following.

1. Jim Maynard and Chuck Kimbrough met with Faisal Jaswal on 12/8/14 to discuss progress on the proposal to charge activity fees to students registering for TELOS courses. Faisal had already received a green light from Radhika Seshan and several of the new administrators to go ahead with the planning for such a fee. The goal is that after receiving majority approval from the TELOS student body, the fee would be instituted by Fall Quarter of 2015. Angela, along with Jim and Carole Maynard, have drafted a survey document designed to collect suggestions for course subjects in addition to polling TELOS students for their opinions on the establishment of an activity fee of \$2-\$5 that would be added to the tuition fee for each course registration. The fees would be used to financially support the TSO enrichment activities that occur beyond TELOS course offerings during and between quarters. Examples of such activities and causes are: subsidization of special speaker events, tours, BC radio and TV stations, winter and summer social gatherings, needy senior scholarships, etc. If the survey documents are approved and sent to the entire TELOS student body by Angela's office, and they are returned by the deadline date showing that the majority has approved the fee, then the Committee along with Faisal and Angela will draft a formal proposal which will be vetted by the TSO Council then submitted to the BC Administration for approval. This matter is a BC-TELOS issue, not TSO.
2. Faisal also commented that TSO events that take place between 8 a.m. and 10 p.m. may use any unoccupied rooms at the North or Main Campuses, including the auditorium.
3. Faisal commented that the \$4500 benefaction awarded to the TSO in July 2014 was a one-time start-up gift which probably means that the TSO could not expect such a thing again in the future.

Historical Documents Archiving Special Committee report – Bev Vernon, Chair

1. Kathy Shoemaker gave up chairing this special committee when she became Curriculum Committee Chair. Dee Koger preferred not to work on the committee. Bev let John Billington know that she would work with him.
2. Bev contacted Heather Trescases, Executive Director of the Eastside Heritage Center, and also Sarah Frederick, Collections Manager for the Center. The TAG historical records are probably like the records of other organizations that are stored there, for example, the Overlake Service League, Soroptimist Club, Bellevue Chamber of Commerce, Norwood Village Neighborhood Association, the Hunt's Point Garden Club, etc. If TAG documents are accepted, all items retained in the collection would be cataloged and inventoried, stored in archival housings and kept in a stable storage environment. Depending on the size of the donation, it can take a long time to complete the process.
3. There is no cost for turning over records to the Center, but donations are appreciated. Once housed in their facility, there are ways that the articles may be accessed and checked out, if needed. John was concerned about this flexibility.
4. Bev expects to make an appointment in February and, together with John, work on this transfer of TAG records between February and May 2015.

Views of the News Special Committee – Kathy Shoemaker, TSO representative to the council
No report.

Announcements

1. Copies of council minutes need to be sent to Angela Young in addition to the council members and others who report.
2. Two greeting cards were submitted by Jerry Harkleroad for the council's selection. One was to be delivered to the building receptionists to show appreciation for their help. Kathy hand-wrote inside of the card a message that had been typed by Jerry for the council's approval.
3. Out of time, a motion was made to table remaining agenda items until the 1/21/14 council meeting.

Tim Hay moved that remaining agenda items be tabled until the 1/21/14 council meeting. Motion was seconded and approved unanimously.

Virginia Binder moved that the meeting be adjourned. The motion was seconded and approved unanimously.

The meeting ended at 3:00 p.m.

The next council meeting will be held on Wed., 1/21/14, 3:15. Council members agreed to request room 1118 for future meetings. It is smaller than room 1125, is already set up well, and it does not require moving tables.

Agenda items that were not addressed because of the late hour:

Old Business

1. Copies of notes of appreciation: one was written by Mark Kiviat about Angela that was to be sent to Leslie Lum on behalf of the council members; another was an invitation to the Holiday Party written by Mona on behalf of the Council.
2. Funding for flyers.
3. Procedures for changing standing rules
4. Email voting?
5. Do we want to request ASG funding for next year?
6. Standing Rule for Executive Sessions
7. Standing Rule for defining absence

New Business

None

Respectfully submitted,
Bev Vernon, TSO Council Secretary